



Office of the Inspector General

EXEMPT JOB ANNOUNCEMENT – Bureau Chief

AN AFFIRMATIVE ACTION EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: OFFICE OF THE INSPECTOR GENERAL

POSITION TITLE: CHIEF ASSISTANT INSPECTOR GENERAL
BUREAU OF AUDITS AND INVESTIGATIONS

FINAL FILING DATE: Until Filled

SALARY: \$9,533 - \$10,038 per month

RETIREMENT AND BENEFIT PLAN: CALPERS

DUTIES/RESPONSIBILITIES:

Under the general direction of the Chief Deputy Inspector General, the incumbent will have full administrative and managerial responsibility for the Bureau of Audits and Investigations and the supervision of Deputy Inspectors General, In-Charge, Deputy Inspectors General, Senior, Deputy Inspectors General and other subordinate staff. The incumbent will manage the staff engaged in conducting investigative program reviews, management review audits of wardens' and superintendents' program operations, and criminal and/or administrative investigations at the Departments of Corrections (CDC) and the Youth Authority (CYA). The incumbent will apply sound investigative and review principles that insure the appropriateness, fairness and timeliness of policies, practices, and disciplinary systems within these State entities. The incumbent will formulate and set policy for the scope of complex investigations, methodology used for investigations and the requirements to protect the public by safeguarding the integrity of the State's youth and adult correctional systems. The incumbent will be appointed as a peace officer during the period of employment. The Chief Assistant Inspector General is an Executive Branch appointee and is exempt from State civil service.

POSITION LOCATION:

One position exists in Headquarters (**Sacramento**)

EXAMINATION INFORMATION:

The examination process will consist of an application screening based on the minimum and desirable qualifications as stated in this job announcement. Interviews of the most qualified applicants will be scheduled by the appointing power. Job-related criteria will be used to comparatively rank candidates and offer interviews.

MINIMUM QUALIFICATIONS:

Applicants must meet the following qualifications:

EXPERIENCE

Broad and extensive experience managing multi-disciplinary professional staff engaged in the conduct of investigations and/or management review audits.

AND

Graduation from an accredited four-year college or university.

CITIZENSHIP REQUIREMENT:

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must either be a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship.

FELONY DISQUALIFICATION:

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 3, Article 8, Section 1179(b), or Division 2.5 Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, this position.

BACKGROUND INVESTIGATION INFORMATION:

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to employment.

Under Section 432.7(d) of the Labor Code, persons seeking employment as a peace officer with the Office of the Inspector General may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs.

The Office of the Inspector General requires, at a minimum, a pre-employment investigation consisting of fingerprinting, inquiry to local, State, and national files to disclose criminal records, verification of minimum qualifications (i.e. college and law school transcripts), financial status, previous employment background, and personal interviews to determine applicant's suitability for employment.

SPECIAL PERSONAL CHARACTERISTICS:

Willingness to work throughout the state and at unusual hours; ability to work effectively under stress and in adverse conditions; willingness to frequently conduct work at penal institutions; willingness to work with law enforcement officers and prosecutors; willingness to work with prison inmates, wards and advocacy groups; willingness to observe gruesome crime scenes and graphic evidence; satisfactory record as a law abiding citizen; maintain good credit; willingness to use all appropriate means, including reasonable force, to carry out specified peace officer duties; exercise good judgement; demonstrate good work habits; and have no significant history involving the use of a controlled substance as an adult, possession of which would constitute a felony offense under State law.

SPECIAL PHYSICAL CHARACTERISTICS:

Good health and freedom from any physical, mental or emotional condition or limitation that would interfere with the full performance of the essential duties of this position.

DRUG TESTING REQUIREMENT:

Applicants for this position are required to pass a drug-screening test. A urine sample will be used for drug screening purposes. Applicants who test positive for the illegal use of controlled substances will be disqualified from employment.

FIREARMS CONVICTION DISQUALIFICATION:

Anyone who is restricted for employment-related purposes from accessing, possessing carrying, receiving or having under his/her control a firearm or ammunition under all applicable State or Federal laws is ineligible for appointment to this position.

TRAINING REQUIREMENTS:

Under the provisions of Penal Code Section 832, successful completion of a training course in the laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for continued employment in this position.

GENERAL QUALIFICATIONS:

Knowledge of the legal practices pertinent to the California peace officer discipline process, including internal affairs and criminal investigations of sworn and non-sworn correctional staff; individual's constitutional rights including those related to laws of arrest, search and seizure and the service of legal process; major investigative operational plans; interview, interrogation information and intelligence gathering processes and procedures; proper tactics and use of force; peace officer training and techniques; and expertise in at least one or more of the following specialty areas: criminal law, search and seizure law, public employment law, rules of evidence, state and federal civil rights law, correctional or prison law, tort litigation; and other aspects of the legal system; California penal hierarchy and organizational structure; and investigative techniques.

Knowledge of the organization and functions of the California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization and management techniques of motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; a state manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to plan, organize and direct the work of multi-disciplinary professional and administrative staff; supervise, conduct, direct and review complex and sensitive investigations of all types; work well with law enforcement agencies and personnel; manage extensive workload; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators in multiple departments and institutions and advise them on investigative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; communicate effectively and persuasively; develop and maintain management systems to ensure the quality and timeliness of work operations; employ strong management skills to ensure the successful implementation of the Bureau's mission, policies and procedures; maintain confidentiality of investigations and preserve protected legal relationships and privileges; maintain and qualify with departmentally assigned firearm, if required; and effectively promote equal opportunity in employment and maintain a work environment that is free from discrimination and harassment.

DESIRABLE QUALIFICATIONS:

- **Well-developed oral, written, and interpersonal skills.**
- Willingness to work long and irregular hours.
- Willingness to participate in rotational 24-hour on-call duties.
- Travel as required in response to incidents occurring at penal institutions throughout an assigned region.
- Experience in directing, assessing or reviewing investigations, or working closely with law enforcement agencies.
- Experience in the critical examination and critique of law enforcement, regulatory or administrative reports and/or testimony.
- Experience in criminal prosecution or defense, civil rights enforcement, public employment law, correctional or prison law, or general litigation.
- Varied administrative experience in a managerial capacity in budgets, human resources, and information systems with the responsibility for the development, execution and evaluation of programs, policies, staff development and team building.
- The ability to interact and communicate effectively with high-level management representatives of federal, state and local government agencies, and internal and external stakeholders.
- Demonstrated leadership, flexibility and judgement necessary to perform effectively in a high caseload environment.

- Law enforcement experience, especially in a supervisory capacity, in conducting criminal investigations at the federal, state or local level.
- California POST Law Enforcement Basic, Intermediate, Advanced, Supervisory, Management, Executive Certificate.
- Willingness to attend and complete law enforcement training courses, as deemed necessary by the Inspector General.

APPLICATION INFORMATION:

Submit a standard State application (Std. 678) available from the State Personnel Board web site at www.spb.ca.gov, cover letter, and a résumé which demonstrates the applicant's education and experience that would qualify him/her for consideration for this position. The application, cover letter, and résumé are to be submitted to:

**Office of the Inspector General
Human Resources
ATTN: Phil Kalstrom, Personnel Analyst
P.O. Box 348780
Sacramento, CA 95834-8780**

Questions regarding this position or the hiring process may be addressed to:

Phil Kalstrom
(916) 830-3639 or
kalstromp@oig.ca.gov.